



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

KASES Network Memo No. 2

TO: Staff, Division of Child Support Enforcement
All IV-D Agents

FROM: Maxine Stricker, Director
Division of Child Support Enforcement

DATE: February 24, 1992

SUBJECT: Establishing an Absent Parent Fees Subaccount on the
Kentucky Automated Support and Enforcement System
(KASES)

When blood testing has been completed on a paternity case, the adjudged father may be ordered to reimburse the Cabinet for Human Resources. If a judgment for the cost of blood testing is entered, an extension is created on KASES which establishes an Absent Parent Fees (APFEA) subaccount at the case level.

When a payment for the blood testing is received, the area office posting clerk posts the payment to the system, places a hold on the transaction to keep the payment from being distributed, and enters the reason code for the hold. Hold reason codes are provided by on-line help by entering a question mark in the hold reason field.

After the payment information is entered, and before pressing the PF9-Continue key, the posting clerk accesses the PF5-Notes Process option and enters the reason the hold was placed on the transaction. The posting clerk also notes that a request to complete an adjustment to distribute the payment to the APFEA subaccount will be sent to accounting.

After the payment has been posted, the posting clerk sends a Priority I mail message to Lois Raymer in the Distribution Section in Accounting requesting that an adjustment be completed to distribute the payment to the Absent Parent Fees Subaccount. The message should include the batch number, item number, and amount of the payment. Ms. Raymer's worker number is 300x037.

Option 09, List Case Account History, from the Financial Management Menu can be accessed by the posting clerk to see when the adjustment has been completed. Notes, entered by the accountant explaining why the adjustment has been done, can also be accessed by the posting clerk from the List Case Account History.

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This Network Memo is to be cross-referenced with Manual Section 23.000, Posting Section (23.240 HLA Blood Testing Fee Reimbursements) and Information Release #437 (March 22, 1991).

DCSE STAFF AND CONTRACTING OFFICIALS WHO HAVE NOT IMPLEMENTED KASES ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors
IV-D Agents - Compliance Analysts

Obsolete: KASES Network Memo No. 1 (February 6, 1992)
Information Release #483 (February 6, 1992)